

May 1, 2020

To all faculty and staff members at SFC

Toshiko Hirota
Administrative Director
Shonan Fujisawa Campus

Measures taken by the SFC office during the period of closure of campus facilities
(from May 7 onward)

Keio University has closed its campus facilities from April 7 (Tue) to prevent the spread of infections by COVID-19 (coronavirus disease). Measures taken by each office at SFC from May 7 (Thu) onward are as follows. Changes to the measures will be announced accordingly.

In principle, staff members will work remotely (and some staff will work on campus in rotation). To prevent the spread of infections, the counters in each office will be closed and all inquiries will be handled through email. Please note that it will take longer to get the paperwork done than usual. In case of an emergency, please contact the appropriate office by email. We will try to respond on an individual basis.

[General Affairs Office]

- The telephone system will also be out of operation during this period.
- There will be no *jukunai-bin* (inter-campus mail) service.
- The postal service will be operated partially.

If you expect to receive urgent postal deliveries, please have them delivered to your home.

Delivery service parcels (*takuhaibin*) will be kept at the delivery company's office or returned to senders. Please make arrangements so that any parcels will not reach SFC during the shutdown period. Please take extra caution regarding deliveries of fresh food or valuables.

- The Mail Center will be closed.

Contact: somu@sfc.keio.ac.jp

[Facilities and Accounting Office]

- Office service will be closed.

*Please check the “2020 年 4 月 1 日から 6 月 10 日までの SFC における外部資金および経常費の執行について(第 1 報) (第 2 報)” for matters related to disbursement.

*Please note that we may not be able to answer specific questions.

- Entry to the SFC premises is completely prohibited.

However, entry will be allowed for unavoidable reasons such as for class preparation or for maintenance of research equipment or environment. Please inform the security guard at the North Gate of your reason for entering campus.

*The South Gate will be closed.

*Kamoike Lounge, Student Lounge, Classrooms, Gymnasium, and the Clubhouse Building will all be locked.

- Intra-campus bus service at SFC will be suspended.
- There will be no air conditioning except for circulation.
- There will be no cleaning service.
- All stores on campus (co-op cafeteria, co-op store, Lawson, Tablier, Ladybird, Subway, and food trucks) will be closed. There will be no refilling service for vending machines.

Contact: Facilities Section: kanzai@sfc.keio.ac.jp

Accounting Section: kaikei@sfc.keio.ac.jp

[Academic Affairs Office]

Contact: Academic Affairs Office: sfc-kyomu@sfc.keio.ac.jp

Admissions Office: ao-request@sfc.keio.ac.jp

[SL/CDP]

Contact: SL (scholarships, student life): sl@sfc.keio.ac.jp

CDP (career development, teacher training courses, student research funds): cdp@sfc.keio.ac.jp

[Office of International Affairs]

Contact: Office of International Affairs: apd-global@sfc.keio.ac.jp

[Office of Research Development and Sponsored Projects]

Please note that service will be limited during the remote work period, and it may take longer to respond to inquiries than usual, or we may not be able to respond to some inquiries.

Contact:

Public Funds: kri-gov@sfc.keio.ac.jp

Grants-in-Aid for Scientific Research Program (KAKENHI): kri-kaken@sfc.keio.ac.jp

Private Funds: kri-com@sfc.keio.ac.jp

Steering Committee of Keio Research Institute at SFC: kri-pa@sfc.keio.ac.jp

Grants: jyosei@sfc.keio.ac.jp

[Media Center]

The Media Center will be closed and service will be suspended.

Details will be announced on the website.

<https://www.lib.keio.ac.jp/en/sfc/index.html>

Contact:

Please check <https://www.lib.keio.ac.jp/en/contact/sfc.html>

[ITC]

We will reply to inquiries during the daytime on weekdays.

For details, please check the Shonan Fujisawa ITC website.

https://www.sfc.itc.keio.ac.jp/en/top_sfc.html

[Wellness Center/Clinic]

The SFC Wellness Center and clinic will be closed.

There will be no prescriptions, medical examinations, issuances of a letter of reference, etc. during this period.

Interviews for return-to-campus permission normally held at the Health Center (excludes Shinanomachi Campus) will be held after the lockdown is lifted.

Please send inquiries, including health consultations, by using the contact form.

<https://form-m.keio.ac.jp/hcc/form-en.html>

Emergency contact on campus: North Gate Security Guard 0466-47-5114